

Hurricane Matthew FEMA Updates:

- GEMA and FEMA meetings on PA damage have been held and Projects have been submitted by the City. FEMA was in the City on November 9 to inspect damage and the City's estimates of repair. Additional inspection have been completed and we are working with FEMA, GEMA and where applicable our insurance carrier.
 - Streets
 - Sewer and Storm Water System
 - Public (City) Assets
 - Debris Removal
 - Bid opening is December 20th at 2:00 PM.
- "Senior Official Workshop for All-Hazards Preparedness" scheduled to be held in Camden County on April 21st, 2017. This all day workshop will provide Training for governmental and senior team leaders. Copy of flyer is attached.

Work Sessions:

- February 20, 2017 at 5:00PM to receive final report on Sea Rise study.

City Clerk:

- Council work requests
- Day to Day issues
- Open Records

Personnel:

- Police Officer Positions open.
 - Four Cadets in the Savannah academy scheduled for graduation in March 2017.
 - One candidate scheduled for the March 2017 academy.
 - Worker Compensation renewal has been received and is approximately \$144,505 for calendar year 2017. The calendar year 2016 budget number was \$140,275 and 2015 budget number was \$166,571. I want to thank

the Safety Committee members for their efforts in helping to control this cost.

- One Vacancy for Equipment Operator, interviews have started.

Police

- Grant was awarded for Body Cameras on 16th of June. All communities have accepted the grant and cameras have been purchased. No cost amendment to purchase additional items, cameras came in under budget, as approved. Training and Public outreach programs are underway.
- Continuing to emphasize Community Policing.

Finance

- Advanced Disposal notified the City of the CPI adjustment to the Trash Disposal contract. The adjustment was .0035% or .04 cents. Rate is adjusted from \$11.40 to \$11.44. The rate has been confirmed by the Finance Officer. Impact of this change will be looked at over the next six months and a report made to Mayor and Council.
- Audit began Monday, September 19.
- Retreat report adopted at the December 19 meeting.
- Recommendation for award of Aquatic Center RFP for Point of Service (POS) online services has been placed on hold while committee completes final review. Anticipate placing this on the January 16 or February 6 meeting agenda. This is funded in the 2017 budget.

Community Development

- Cumberland Harbor Development has submitted for a Boating Infrastructure Grant for the dock installation.
- City Master/Visioning Plan is underway. Regular meetings are held the first Thursday of every month at 6:00 PM at the Senior Center.
- FEMA revised map notice received and time frame for appeal, 90 days after September 22nd, has been set. December 22 was the final date to receive comments. Staff has reviewed the map and it does remove more properties than it adds to the flood zones. The new map is expected to become effective in July 2017.
- Projects/Businesses:
- Working with the attorney on updating a couple of ordinances to help improve our approval process while maintaining appropriate reviews

- HPC Ordinance amendment, Historic Structure Classification, was reviewed at the August 1st Work Session. Mr. Adams is preparing a schedule for follow-up meetings to complete review.
- Reviewing amendment to Cemetery Authority ordinance.
- Newspaper Kiosks: Mr. Canning raised this question. This will be addressed under the Streetscape project working in cooperation with the publishers and proper review of proposed design by HPC.

Fire Department

- Emergency Management Action plans are being updated for the City.
- Chief Horton and Chief Hatch serve on the Radio review Committee.
 - Issues involve VHS verses 700/800 MHZ system. Federal government is moving public safety agencies to the 700/800 MHZ range from the VHF range.
 - Working on St. Marys preliminary costs for review and looking at grant options
 - Working with County 911 Committee.
- Applied for Emergency readiness grant funding for generators at the end of May 2016.

Public Works

- Water Meter Testing: Grant of professional services was awarded and testing is completed. Report received and briefing made at the July 18th meeting.
 - Numbers of meters were unable to be tested. One meter left to be repaired, contract awarded for repair, and then the rest of our top 21 meters will be tested.
 - Preparing a follow-up plan for commercial meter testing.
- Ready Street Drainage Project: Waiting for Corps of Engineers Permitting, no update. The Corps is focusing on Hurricane Matthew issues. This project is in the Federal review process and awaiting determination. The Corps has forwarded additional questions for clarification and they have been responded to within the Corps approved timeline.
- T-Project on Gateway Center:
 - Copy of Notice to Proceed dated 12/09/16 from GDOT is attached.
 - Project awarded at the November 21 City Council meeting. Swindell Construction was the apparent low bidder with a base

- bid of \$191,991.15. Approval to proceed received from FHWA and preconstruction meeting scheduled for January 6 at 10:00 AM.
- Sewer Force Main Project: 8" to 12" line pipe is a betterment project and the City has just received EPD approval. Funding authorization for GEFA is approved.
 - Bids have been received and Charlie Hester Construction Inc. was awarded the contract at the August 1, 2016 Council meeting, Contract was in the amount of \$417,786.81.
 - Deduct in the amount of \$16,305.20 approved at the meeting of November 7, 2016.
 - Contract signed and contractor is proceeding with construction.
 - Intersection of Haddock and St. Marys Rd. – Charlie Hester Construction was the successful bidder and the project is nearly complete. GDOT inspected on August 16, 2016. Final striping, using thermoplastic, will be completed in about three weeks. Project completion date is the end of August/October. City is reviewing turning radius. **This was part of the recent LMIG change.**
 - Pavilion Dock Project: Have received 75% of funding under State clean-out program for installation of boat pump out facility. Project awarded to Charlie Hester Construction at the July 18th meeting. Grant awarded and contract signed, working with Mr. Marr on rules and regulations which will be posted.
 - Notice to proceed was issued.
 - Gateway Project. Preparing to go out for bids for planting the medians.
 - Trolley Building – **Trolley moved while City installed plywood for inside walls.** Kiwanis will paint the outside of the building which is tentatively scheduled for January 2017. City will provide the paint and painting supplies.
 - Generator Bids: Bids were over budget. Applied for funding through critical facilities emergency management fund program. The grant manager has contacted the City for additional information.
 - HODAG: Douglas Drive
 - Developed budget for Easements, Legal, Engineering complete.
 - Attorney has sent letters to homeowners based on surveys and appraisals. We are providing additional contact information as needed.
 - Two of six easements have been obtained. Mr. Moore is following up on remaining properties.
 - Updating surveys of the properties as they are required by mortgage companies.

- LMIG Projects for July 1, 2016 through June 30, 2017 are being developed by Mr. Marr based on the Street Survey completed by Transmap Corporation. This will also include repairs to St. Marys Street after final approval of Streetscape plan.
 - Notice of 2017 LMIG funding received: \$204,845.95.
 - City going out to bids for 2015 program funding for the following roadways:
 - St. Marys Rd. and Haddock Rd.
 - S. Julia Street, Borrell Blvd. to end.
 - Nelson Place, Dilworth to Durden.
 - Sloan Street, Douglas Drive to end.
 - Stafford Way, McIntosh Drive to end.
 - Shearman Way, McIntosh Drive to end.
 - Allison Way, McIntosh Drive to end.
 - Bernardey Way, McIntosh Drive to McIntosh Drive.
- Solid Waste Disposal Contract: Under review by Manager and Staff in order to provide a recommendation concerning the option to renew for an additional five (5) years. Meeting held on September 22, 2016.
- Orange Hall: Mr. Marr and Chief Horton are updating repair estimates for Orange Hall. These repairs will be separated by essential through cosmetic.
 - Update has not been formalized as of the date of this report.
- City Hall: Architectural and engineering design is underway, approved meeting of December 5, 2016. This is to meet ADA, safety and security standards with construction funds to be proposed in the 2017 budget.
- Clear Wells: Three in the City. Working on repair and maintenance program.
- **GDOT State Transportation Improvement Plan Projects (St. Marys):** Projects applied for by St. Marys or can be initiated by the State. Contacted GDOT Regional office for updates this week and they have advised that they will check on the current status of all the projects.
 - Colerain Road widening project from West of I 95 to East of Kings Bay Road to start in 2017 (Project #0007414) \$27,713,546. Scheduled to be Let in October 2016.
 - SR Spur 40- RRX Warning Device (Project 0009346) \$159,181.
 - St. Marys Ready Street to Waterfront Multi-Use Trail Phase III (Project 0010580) \$250,000. (City Request). Project is being advertised for receipt of sealed bids.
 - Improved lighting at the intersection (Project PI0015194)
 - Joint request submitted by Kingsland and St. Marys in April 2016.

- Lighting group is in the process of developing a schedule for project delivery. Anticipate engineering beginning before the end of the year. (Update from Bradford Saxon, District Engineer, 9/6/16).
- Interstate 95 Exit 1 Improvement Requests from City to GDOT (City Request)
 - GDOT is negotiating with the consultant for the first task order, which is the traffic study and some surveying. (Update from Bradford Saxon, District Engineer, 9/6/16)

Grant Opportunities/Applications:

- NOAA Community Base Marine Debris Removal Grant: Jeff Adams. Will resubmit in October to obtain funding to remove sunken boats. Usually due by November 2nd. GDOT Roadside Enhancement and Beautification Grant: Bobby Marr: Need to look at for Route 40 and Spur 40.
- Coastal Regional Commission: \$17,800 awarded to the City and PSA towards construction of a bathroom facility at the Tabby Ruins. Construction is underway and is being coordinated by Messrs. Brunson and Marr.
- BIG Grant – September 26, 2017. DNR, City Staff, Engineer for the Gilman Dock.
 - DNR Permit being addressed.
- DNR Clean and Resilient Facility Grant: 75/25 for clean outs (Part of Pavilion improvements).
- DOD OEA – Applications accepted cyclically. Awarded funding for the Master Visioning Plan in the amount of \$75,000.00.
- Tiger Grant: Application submitted for a bike trail and trail head in April 2016. Total project would be approximately 2.6 million dollars. Bike trail from downtown St. Marys to Crooked River State Park. Grant was not awarded and we will review to improve application.
- Section 319 Water Quality Grant: Funding would be available for elements of the Streetscape Plan, up to \$400,000. This would include green areas, rain gardens, some storm water (needs to improve water quality), and permeable pavers. City is a strong candidate for this grant. Grant application would be funded by EPD and written by EPG. May need some additional engineering funds. Preliminary application to EPD for comment by end of September with final application by end of October. The grant schedule:
 - Submit by October 31, 2016.

- Notice of Award Spring 2017.
 - Funding available Fall 2017.
- Bullet Proof Vest Grant: 2016 award is \$2,749.75.

Main Street/Economic Development

- Street/Sidewalk and Storm water Mitigation Project (Streetscape) moving forward:
 - Funding Sources:
 - LMIG \$400,000
 - Section 319 Water Quality Grant \$400,000 (To be applied for)
 - General Fund (May be low interest loans)
 - Waste Fund (Trash and Recycling Cans)
 - Private Donations (Brick and bench campaign)
 - Second open house, charrette format, will be scheduled for 6:00pm to 8:00 pm in the Main Street Offices first week in February 2017. A save the date notice will be sent out. Delay caused based on revisions for Section 319 Grant.
 - Mid October 2017 for storm water permits (tentative).
 - Construction to be scheduled at a date to be determined (early 2018)
- TAD: All documentation was submitted to the State Department of Revenue. No further action required for approval or filing. Working on application process.
 - Notification of assessed value of the District based on 2016 Digest information has been received. Estimated funding amount \$12,000.
- Wayfinding: GDOT has approved the permit for the signs and City has picked up the permits. Coordinating bid process with County, Kingsland and Woodbine through Mr. Harper.
- Weed Street Sewer Plant: Traveled to New Smyrna Beach, Florida, to visit a STEM/Discovery Center on July 14 and 15th. Councilmembers Reilly and Williams were in attendance along with representatives from Georgia Southern University. This is one option for a future use of the Weed Street site. Mr. Marr preparing rough cost estimate if there were a viable use for the lab and office space.
- Gateway Center Meeting: No update.
- VA Center: Notification has been received that the VA Center will be relocating from its current site to the Kings Bay Shopping Center. Review of façade plan document is complete and work is underway.

- Walking Trail behind Aquatic Center: The trail has been restarted and a PAR trail is being added.
- Sweetwater Park: PSA working on Improvements.
- Gilman Park: New signage installed (RSVP project recommendation).
 - DDA is reviewing options for signs based on comments received with regard to littering and Gators.
- Mill Site: Fountain installed and operational. Sign construction is underway. Electrical panels have been installed for lights and the fountains.

Maritime Matters:

- City Maritime Facilities: Maritime engineer contract awarded at the November 21 meeting to Ball Maritime Group, LLC out of Savannah to review City owned maritime docking facilities including buoys and docks. We are looking to understand current conditions, acceptable mooring of vessels and planning for future repairs and needs. Weather permitting; the topside inspection is scheduled for January 9, 2017 based on projected weather and tides. The dive portion will be scheduled after the topside inspection is complete.

Docks:

1. **MEETING STREET DOCK**: This is a DNR facility. They will extend the aluminum at North River boat ramp to accommodate more vessels for temporary service dock usage. Project is supposed to start soon but no hard date has been set. They are applying for a permit and work estimated to begin in August of 2017.
2. **WHEELER STREET DOCK**: The DNR permit for this City dock and ramp is ONLY for launching and retrieving boats. There are to be no boats attached to this dock unless they are launching or retrieving. This is strictly enforced since the USCG uses this dock for their access to the water.
3. **DNR PIER and DOCK**: This is the dock directly behind the bait/snack shop that is also known as the kayak dock which connects to the “fireworks” dock. DNR is planning on providing two kayak cradles for easier access, see attached PDF. DNR has them ready to go but are checking to see if a permit modification is required.



kayak launch.pdf

Records indicate that the “fireworks” dock is owned by the City and predates the

DNR/kayak dock. When the DNR/kayak dock was permitted, the “fireworks” dock was attached to the end of the floating portion of the DNR/kayak dock.

At present, the DNR dock is a 30 minute dock and the connecting fireworks dock is a 6 hour limit with no overnight docking.


4. **GILMAN/GATEWAY DOCK:** The DNR dock permit is active. It is a 72 hour limit, no live-aboard dock. It has a fixed and floating portion. Approval has been granted to allow the Peacemaker to stay at the dock, by DNR, for 2016. City has final authority. Working on a Boating Infrastructure Grant. Awaiting estimate from maritime engineer to resubmit permit application for redesigning dock prior and obtaining permit prior to Boating Infrastructure Grant (BIG) application.
5. **PAVILION DOCK:** This dock wraps around the existing pavilion. The City has been awarded a grant from DNR in the amount of \$38,000 for the installation of cleats and a clean out facility, water and electric (all support the clean out facility) on this dock. Permits have been received and Charlie Hester Construction was the successful bidder.
6. **FISHING DOCK:** This dock is owned and maintained by DNR. This dock is for fishing only, with no provision for the docking of boats. Plans, if budget permits, are to re-deck and replace handrails with composite Trex type wood. Raise and shim walkway where pile has subsided. Dock will be closed during work. This project will be bid out by the State. This is estimated to begin in August 2017.
7. **NORRIS MARSH WALK:** This structure is City owned and for observing the marsh and no physical changes are anticipated.
8. **LANG’S PIERS/DOCKS:** These are privately owned and the City has no authority over their operation. We do inspect to ensure they meet the minimum of the Building Maintenance Code.
9. **NPS DOCKS:** These are owned and operated by the National Park Service for the Cumberland Island ferries and the NPS work boats.
10. **BUOYS:** These are city owned and permitted in Florida. They are currently at the Point Peter Waste Water Facility.

Administration:

- Peacemaker: Meeting with Captain to discuss issues from Hurricane Matthew will be scheduled.
 - National commercial was shot on the Peacemaker and in Downtown St. Marys for Pittsburg Pirates and Liberty College.
- Space Requests:

- The City has received a request from the radio museum for additional space, 2,100 square feet plus storage. Nothing has been found as of the date of this report.
- DDA is reviewing downtown signage based on comments received at the Council meeting.
- Painting Pavilion: Letter from DDA requesting the City obtain bids to paint the water front pavilion white was received. City obtained quotes.
- St. Marys Airport: The City was advised by Representative Carter's office that "The National Defense Appropriation Act" was signed by the president. The act included the funding for closing the airport for aviation use. The Navy is working on the appraisal, environmental study and survey of the property. Mr. Adams and I are working on a plan to present to Mayor and Council for repurposing the property.
 - Meeting will be scheduled with Chairman of the Airport Authority.
- St. Marys Railroad: Mr. Paul Pleasant is offering a training opportunity for the City Council to learn about the RR and its operations. He can provide this at any time, but during the daytime is best as this will be done as part of a riding tour of the rail line. I will put this on the January 3 meeting for consideration by the Council. He would like to schedule this late January or early February 2017. Copy of the letter to the Mayor and Invitation is attached.
- St. Marys Service Memorial: This idea was presented by Council Member Nutter and will be placed on the next Council meeting for discussion. This should be a private/public partnership lead by a volunteer group strongly motivated and committed to this project.

Respectfully submitted,



John J. Holman, ICMA-CM
City Manager



December 9, 2016

**P.I. No. 0010580, Camden County
St. Marys Multi-Use Trail Phase III**

Honorable John Morrissey, Mayor
City of St. Marys
418 Osborne Street
St. Marys, GA 31558

RE: NOTICE TO PROCEED

Dear Mayor Morrissey:

The Department is pleased to give the City of St. Marys the Notice to Proceed (NTP) for the construction of the referenced project. Attached for your records is the executed construction agreement for the referenced project. The contract ID number is shown below. The City of St. Marys should send an award notice to this office and Angela Robinson, Administrator, Office of Financial Management, when the contract is awarded. The award notification should include the following information:

- **Project Identification (P.I.) Number: 0010580**
- **Name of Contractor: Swindell Construction Company (2SW475)**
- **Award Amount: \$192,891.15**

Please send a copy of the final plans and a copy of the executed contract between the City of St. Marys and the Contractor to the Georgia DOT Area Engineer, Tim Williams, and the Georgia DOT Construction Engineer, Cory Knox, at the following addresses:

Tim Williams, Area Engineer
Georgia Department of Transportation
128 Public Safety Blvd.
Brunswick, GA 31525
(912) 264-7248

Cory Knox, District Construction Engineer
Georgia Department of Transportation
204 North US Hwy. 301
Jesup, GA 31546
(912) 530-4362

In addition, the following process outlined below should be adhered to for this project:

- Please notify the Area Engineer and the Project Manager of the Program Delivery office of any preconstruction conferences scheduled.
- The Area Engineer or designated staff will perform periodic inspections during construction.
- The Department will reimburse the City of St Marys as invoices are received (preferable monthly). Please be advised that invoices will be paid at 80%.

- The Project has a DBE requirement of 3%. All DBE requirements applicable are the responsibility of the City of St. Marys. **DBE reports shall be submitted “monthly”. Failure to submit monthly DBE reports may result in the withholding of payments.**
- Where the Department is responsible for construction supervision, the field testing and oversight, all coordination of these activities will be through the Area Engineer. Prior to final inspection by the City of St. Marys, the Area Engineer will provide a copy of the form “Sponsor’s Certification of Final Acceptance” for the City of St. Marys to complete. It is suggested that the Area Engineer or a representative attend the final inspection.
- The Office of Financial Management will limit payments to the Federal share amount authorized, except the projects that the matching funds were provided to the Department by the City of St. Marys prior to construction authorization. All contract overruns are the responsibility of the City of St. Marys. The City of St. Marys will provide the Area Engineer a Final Invoice, Sponsor’s Certificate of Final Inspection and a Materials Certificate. The Area Engineer will submit these documents to the District Office of Contracts Administration for recommending Final Acceptance.
- A Final Acceptance form from the District will include the Certification or Final Inspection and Materials Certificate. The State Construction Engineer will make the Final Acceptance determination.

If you should need any additional assistance on this project, please contact Mr. Mark Lawing, Project Manager at (404) 631-1582.

Sincerely,

J. Cory Knox,
District Construction Engineer

JCK:cls

Attachments

Cc: Mr. Mark Lawing, Project Manager
Mr. John Hancock, P.E., State Construction Engineer – Atlanta
Ms. Monica Flournoy, P.E., State Materials Engineer – Atlanta
Ms. Angela Robinson, Office of Financial Management
Mr. Timothy Williams, Area Engineer, Brunswick
General Files Unit - Atlanta